



**FEMA**

POSITION TASK BOOK FOR THE POSITION OF

**National Qualification System  
TRIBAL/STATE DISASTER RECOVERY  
COORDINATOR**

## TRIBAL/STATE DISASTER RECOVERY COORDINATOR

### 1. Competency: Assume position responsibilities

*Description:* Successfully assume the role of Tribal/State Disaster Recovery Coordinator (T/SDRC) and initiate position activities at the appropriate time according to the following behaviors.

#### 1a. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>1.</b> Establish and maintain contact with lead Federal agency, such as: <ul style="list-style-type: none"> <li>● Federal Emergency Management Agency (FEMA)/Regional Administrator</li> <li>● Department of Homeland Security (DHS)</li> <li>● Department of Health and Human Services (HHS)</li> <li>● Department of Commerce</li> <li>● Department of Housing and Urban Development (HUD)</li> <li>● Army Corps of Engineers</li> <li>● Department of Interior</li> <li>● FEMA Regional Administrator</li> <li>● Federal Coordinating Officer (FCO)</li> <li>● Federal Disaster Recovery Coordinator (FDRC)</li> </ul>	E, F, I		
<b>2.</b> Establish and maintain contact with local, state, tribal, and territorial leadership involved with strategic and operational planning for recovery, such as: <ul style="list-style-type: none"> <li>● Governor's Authorized Representative (GAR)</li> <li>● Tribal Authorized Representative (TAR)</li> <li>● Cabinet officials</li> <li>● Local, state, tribal, or territorial elected officials</li> <li>● Local, State, Tribal, or Territorial Emergency Management Director</li> <li>● Local/Tribal Disaster Recovery Manager (L/TDRM)</li> <li>● State Coordinating Officer (SCO)</li> <li>● Tribal Coordinating Officer (TCO)</li> <li>● Senior Leaders/Policy Group</li> </ul>	I, J		
<b>3.</b> Establish and maintain coordination with local, state, tribal, and territorial recovery personnel, such as: <ul style="list-style-type: none"> <li>● Recovery Support Function (RSF) points of contact</li> <li>● Deputy SCO</li> <li>● State Hazard Mitigation Officer (SHMO)</li> <li>● Tribal Hazard Mitigation Officer (THMO)</li> <li>● State Historic Preservation Officer (SHPO)</li> <li>● Tribal Historic Preservation Officer (THPO)</li> <li>● Local, State, Tribal, or Territorial Public Information Officer (PIO)</li> <li>● State tribal liaison</li> <li>● Local, state, tribal, or territorial legal representative</li> <li>● Local, state, tribal, or territorial access and functional needs staff</li> <li>● IA Officer</li> <li>● PA Officer</li> </ul>	I, J		

#### 1b. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Obtain governor or chief executive official's intent for incident response and recovery.	I, J		
5. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable: <ul style="list-style-type: none"> <li>● Reference materials:               <ul style="list-style-type: none"> <li>○ Local, state, tribal, or territorial funding programs</li> <li>○ National Disaster Recovery Framework (NDRF)</li> <li>○ Recovery Federal Interagency Operational Plan (FIOP)</li> </ul> </li> <li>● Additional plans:               <ul style="list-style-type: none"> <li>○ Disaster recovery plan</li> <li>○ Individual Assistance (IA) plan</li> <li>○ Public Assistance (PA) plan</li> <li>○ Hazard Mitigation Grant Program (HMGP) plan</li> <li>○ State and local mitigation plans</li> <li>○ Regional plans</li> <li>○ Comprehensive land-use plans</li> <li>○ Other Federal funding program plans</li> </ul> </li> </ul>	C, E, F, I, J, T		

**1c. Behavior: Successfully assume the role of T/SDRC and initiate position activities**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
6. Obtain authority to assign local, state, tribal, or territorial departments and staff based on the mission.	I		

## 2. Competency: Communicate effectively

*Description:* Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

### 2a. Behavior: Ensure the exchange of relevant information during briefings and debriefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>7.</b> Attend leading agency official meetings, Command and General Staff meetings, and other staff meetings and briefings: <ul style="list-style-type: none"> <li>● Present recommendations</li> <li>● Share pertinent information that may affect the team's management of the incident</li> <li>● Establish priorities, goals, and objectives</li> <li>● Share and evaluate information</li> <li>● Identify safety hazards and mitigation strategies with the Safety Officer</li> <li>● Maintain quality updates for PIO</li> </ul>	E, F, I		

### 2b. Behavior: Communicate incident priorities and operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>8.</b> Advise the SCO/TCO, GAR/TAR, territorial leaders, and Tribal Disaster Recovery Coordinator on the status of the recovery coordination mission.	I, J		
<b>9.</b> Update governor and GAR/TAR on current accomplishments or problems and complete incident forms as necessary.	I, J		

### 2c. Behavior: Manage the media, community, and other external relationships

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>10.</b> Approve Joint Information Center (JIC) messages and other activities to ensure that messages are consistent in relation to recovery coordination.	E, F, I		
<b>11.</b> Articulate recovery coordination complexities, nuances, and technical information to a wide range of audiences, including senior officials: <ul style="list-style-type: none"> <li>● Ensure PIO represents the recovery message accurately in all media outlets</li> <li>● Provide guidance and explanation on community recovery to the SCO and other authorities</li> <li>● Represent the locality, state, tribal nation, or territory in public forums on community recovery and coordination issues</li> <li>● Represent the locality, state, tribal nation, or territory in explaining recovery issues to local, state, tribal, territorial, and elected officials</li> </ul>	I, J		

<b>12.</b> Ensure management of media, community, and other external relationships to communicate the availability of assistance to applicants, communities, and members of the public.	I, J		
<b>13.</b> Establish strategies to manage expectations concerning disaster assistance.	E, F, I, J		
<b>14.</b> Represent the locality, state, tribal nation, or territory as the recovery coordinator at press events and public meetings.	I, J		

**2d. Behavior: Coordinate with local, state, tribal, territorial, and Federal agency officials to ensure unity of effort**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>15.</b> Collaborate with Federal partners to support local, state, tribal, and territorial recovery planning: <ul style="list-style-type: none"> <li>• Lead the coordination to set the local, state, tribal, or territorial recovery priorities, factoring in the concerns of local, state, and tribal officials</li> </ul>	E, F, I		
<b>16.</b> Coordinate with other local, state, tribal, or territorial agencies operating under their own authority.	E, F, I		
<b>17.</b> Coordinate with the appropriate local, state, tribal, territorial, and Federal personnel to ensure alignment with National Environmental Policy Act (NEPA) requirements: <ul style="list-style-type: none"> <li>• Unified Federal Review</li> <li>• SHMO/THMO</li> <li>• SHPO</li> </ul>	I, J		
<b>18.</b> Develop an initial coordination/engagement strategy with the SCO/TCO, in consultation with local, state, tribal, and territorial leadership.	E, F, I		

### 3. Competency: Ensure completion of assigned actions to meet identified objectives

*Description:* Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

#### 3a. Behavior: Develop the recovery support strategy and management plan

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>19.</b> Activate local, state, tribal, or territorial RSF structure: <ul style="list-style-type: none"> <li>● Activate appropriate personnel from relevant local, state, tribal, or territorial departments and agencies to fill local, state, tribal, or territorial recovery leadership roles</li> <li>● Ensure direct coordination between local, state, tribal, or territorial RSF point of contact (POC) and Federal RSF field coordinators</li> <li>● Set recovery coordination operational tempo</li> <li>● Coordinate recovery vision and goals, as well as short, intermediate, and long-term recovery priorities with the FDRC</li> </ul>	E, F, I		
<b>20.</b> Align local, state, tribal, or territorial IA, PA and HMGP plans with Federal planning efforts.	E, F, I, J		
<b>21.</b> Coordinate with FDRC and other Federal stakeholders to develop a recovery support strategy.	I		
<b>22.</b> Coordinate with the FDRC in developing the Advance Evaluation Team (AET) report.	E, F, I		
<b>23.</b> Coordinate with the FDRC in developing the Mission Scoping Assessment (MSA).	E, F, I		
<b>24.</b> Develop, communicate, and negotiate the scope and strategies for recovery:	E, F, I		
<b>25.</b> Establish the recovery scope and strategies based on the NDRF and applicable local, state, tribal, or territorial recovery plan, considering partner input: <ul style="list-style-type: none"> <li>● Community Planning and Capacity Building (CPCB) RSF</li> <li>● Economic RSF</li> <li>● Health and Social Services RSF</li> <li>● Housing RSF</li> <li>● Infrastructure Systems RSF</li> <li>● Natural and Cultural Resources RSF</li> </ul>	E, F, I		
<b>26.</b> Identify and analyze recovery impacts and needs.	E, F, I		

#### 3b. Behavior: Direct the establishment and efficient operation of the local, state, tribal, or territorial recovery organization

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>27.</b> Approve the strategy for disaster recovery operations.	F, I, J, T		
<b>28.</b> Establish benchmarks for the recovery mission based on established vision/goals/strategies and implement regular reporting of progress toward benchmarks.	E, F, I		
<b>29.</b> Identify strategies to effectively leverage available funding resources across agencies; work with partners to streamline requirements and deadlines when possible.	I, J		

**3c. Behavior: Oversee fiscal activities**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>30.</b> Ensure personnel track recovery mission costs and implement operational right-sizing strategies to meet fiscal benchmarks.	I, J		
<b>31.</b> Establish short and long-term disaster financial management structure and processes: <ul style="list-style-type: none"> <li>● Procurement</li> <li>● Documentation of expenses</li> <li>● Cash flow management</li> </ul>	I, J		
<b>32.</b> Identify various funding sources and ensure alignment to recovery priorities.	I, J		
<b>33.</b> Review and approve how resources will be integrated and implemented.	I, J		
<b>34.</b> Review financial reports to maintain financial oversight, ensuring cost-effective operations.	I, J		
<b>35.</b> Utilize contracting resources effectively in adherence with procurement requirements.	I, J		

**3d. Behavior: Oversee implementation of the recovery coordination mission**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>36.</b> Ensure consistent execution of the recovery coordination mission in all functional and geographic areas: <ul style="list-style-type: none"> <li>● Manage expectations concerning the recovery coordination mission among senior leaders and stakeholders</li> <li>● Monitor and track progress of the recovery coordination mission</li> <li>● Oversee outreach and communications to implement the recovery coordination mission</li> <li>● Support unity among local, state, tribal, territorial, and Federal recovery coordination efforts</li> <li>● Maintain sustained engagement of partner agencies and stakeholders</li> </ul>	I, J		